

**SECRET**

OSA-1813-63

**MEMORANDUM FOR: Chief, Contracts Division, OSA-DD/R**  
**SUBJECT : Training Course in Travel Procedures**

1. There has been prepared within the Office of Training a course entitled "Travel Procedures" which is designed for those personnel who are not assigned to Budget-Finance Offices, but whose duties involve the preparation of travel requests, travel orders, requests for travel advances, the computation of per diem and the preparation of travel claims and other expense vouchers.

2. This course has been prepared at the request of a number of Major Operating Divisions which feel that training of this nature would be most beneficial to personnel whose duties include those enumerated above.

3. It is felt that this training will be beneficial to OSA personnel who are engaged in the preparation of travel vouchers and related documents. It is therefore requested that you nominate one member of your staff to attend this course which begins on 13 May 1963. The nomination should be submitted to the Chief, Personnel Branch OSA-DD/R on or before 8 April 1963. The course will be limited to approximately twenty (20) people, however, due to the wide interest expressed in this training, I am informed that the course will be repeated periodically.

4. There is attached a tentative schedule and subject matter of this training.

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Acting Chief, Administrative Div.  
OSA-DD/R

Dist: 2 - Add  
1 - Admin/OSA  
1 - Pers/OSA  
1 - Read (Fin-OSA)  
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